

career Exploration

Module-5



Objectives

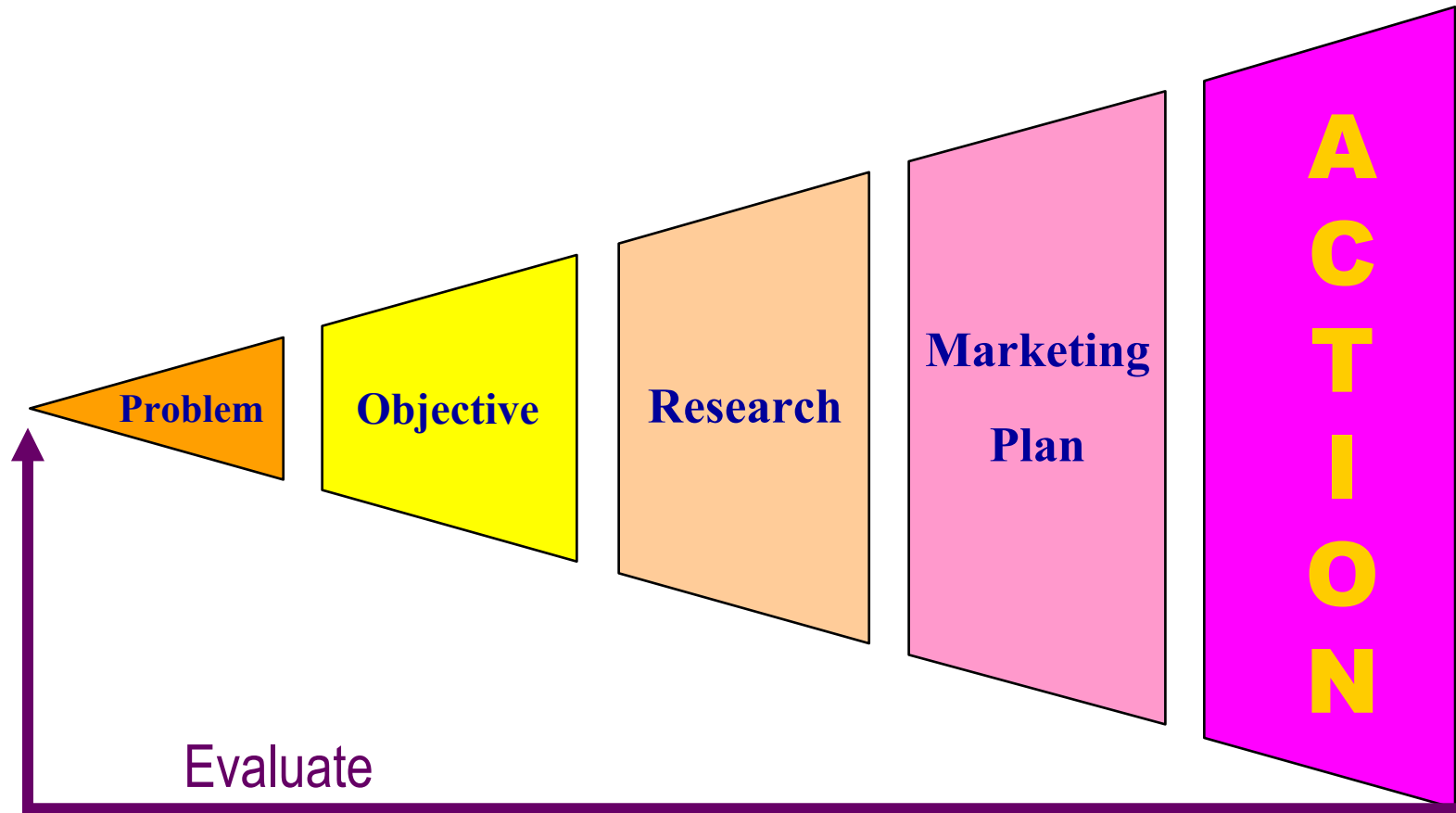
At the end of this module, you will be able to:

Identify research techniques for the three categories of research.

Conduct research on a given job target.

Identify research techniques for your own job targets.

Career/Job Search Model



Applicants vs. Employers

How Most People Look for Work	How Employers Look for Applicants
Want Ads	Internal Networks
Employment Agencies	Job Postings
Placement Agencies	External Networks
Word of Mouth	Placement Agencies
Direct Employer Contact	Want Ads

Research Activities

Reading

Asking questions

Informational interviews

Workshops and seminars

Associations, clubs, interest groups

Volunteering

Requesting PR materials from organizations

Networking

Job Fairs and Internet

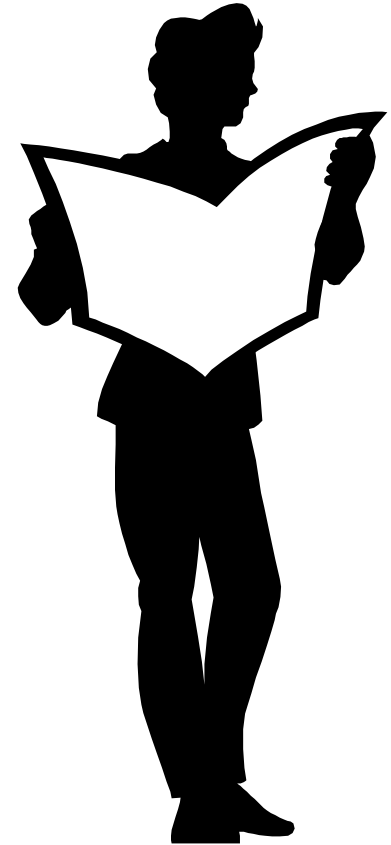


Categories of Research

Print media

People

Places/Events



Career Cruising Exercise Steps

Break into pairs or small groups

Gather information on assigned job category

Use FSC or other resources available
30 minutes

Organizing Your Job Search Notebook

Include these items in your job search notebook:

Newspaper ad

Other people

Resume and cover letter

Dates of correspondence

Interview information (date, time, location)

Business cards

Company information

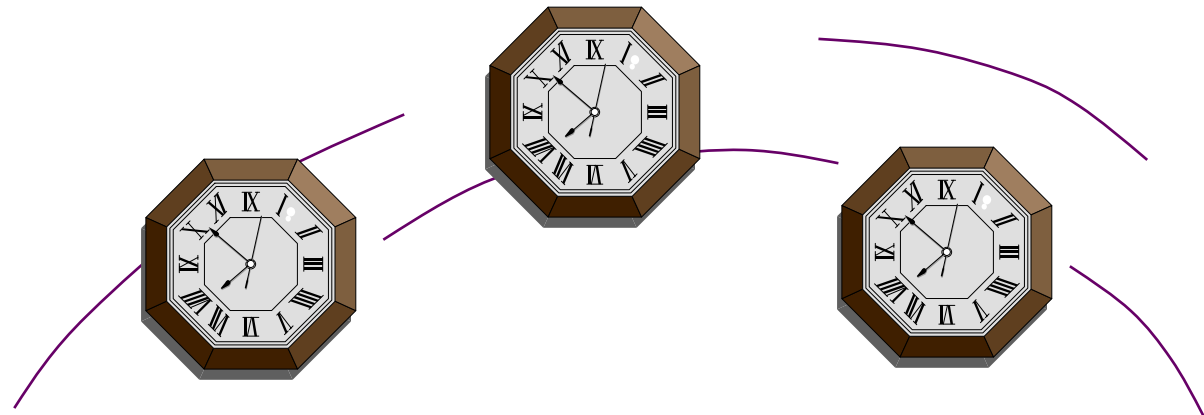
Thank you notes

Rejection information

Juggling Time

Weekly Schedule

Daily “To Do” List



Summary

In this module you:

Learned the Career/Job Search Model.

Learned how employers look for applicants.

Brainstormed research techniques for each category of research.

Received an orientation to resources at the FSC.

Practiced using research techniques.

Reviewed how to assemble a job search notebook.

Learned tips for getting organized and managing your time.